

1. Point of Contact for Exchange Badge requests to the Badge Office.

Name: _____ Group or Program: _____

Telephone: _____ E-mail: _____ Name of Back-up: _____

2. Entity covered by the Exchange Badge Program (*select one*).

Technical Area ☐

Division ☐

Building ☐

Group ☐

Give the exact name of the entity as it is to appear on the badge.

(maximum of 6 characters including spaces)

3. Describe what the purpose of the Exchange Badge is at the site where it will be used. (Please be specific, including all security- and safety-related issues.)

4. Who is eligible to receive an Exchange Badge? (Provide information such as whether the individual must have a DOE Q or L clearance, must be a LANL badgeholder, or, if non-LANL, what restrictions apply.)

5. What types of [Exchange Badge](#) are used, and how many of each need to be maintained in stock (*select all that apply*):

HOW MANY?

TYPE

_____ Cleared Picture Badge

_____ Uncleared Picture Badge

_____ Cleared Non-picture Badge (re-usable)

_____ Uncleared Non-picture Badge (re-usable)

_____ Other: _____

6. Is encoding of the badge required? **Yes** ☐ **No** ☐

If **Yes**, which of the following applies:

☐ Have the Badge Office encode the badge following agreed-upon site specific encoding protocol.

☐ Other arrangements will be made for encoding the badge.

7. Add any other information below which may be relevant to understanding this Exchange Badge program.